



VENDOR SELF SERVICE ONLINE BIDDING USER MANUAL

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[Logging on to Vendor Self Service](#)

To begin using Vendor Self Service, you must be registered as a vendor with the City of Cincinnati. New users should begin by clicking the “Register” button on the Log In screen at <http://www.cincinnati-oh.gov/vss/>. Once your firm has registered as a vendor, you may log on using the User Name and Password provided to you after registration as shown in the image below.

The screenshot shows the 'Welcome to the City of Cincinnati Vendor Self Service System' page. The header includes the 'AMS' logo and 'VENDOR SELF SERVICE'. The main content area is divided into two columns. The left column, titled 'Registered Users', lists 'Account Maintenance' and 'Respond to Solicitations'. Below this is a login form with fields for 'User Name' and 'Password', a 'Login' button, and a link for 'Forgot Your Password? Click Here'. The right column, titled 'New Users', features a 'Register' button and a list of actions: 'Add my company', 'Add my location to existing account', and 'Create User ID for existing account'. Below the registration section is a 'Public Access' button with links to 'View Posted Solicitations', 'View Award Notices', and 'View vendor to vendor solicitation comments'. At the bottom, a message states: 'If you have questions about Vendor Self Service, please send an e-mail to VSSCustomerCare@cincinnati-oh.gov or call (513) 352-BIDS (2437) during regular business hours.'

AMS VENDOR SELF SERVICE

Welcome to the City of Cincinnati Vendor Self Service System

Registered Users

- . Account Maintenance
- . Respond to Solicitations

User Name :

Password :

Login

[Forgot Your Password? Click Here](#)

New Users

Register

- . Add my company
- . Add my location to existing account
- . Create User ID for existing account

Public Access

- . View Posted Solicitations
- . View Award Notices
- . View vendor to vendor solicitation comments

If you have questions about Vendor Self Service, please send an e-mail to VSSCustomerCare@cincinnati-oh.gov or call (513) 352-BIDS (2437) during regular business hours.

[Searching for Solicitations](#)

To begin searching for solicitations, click on either of the two “Business Opportunities” links shown in the red boxes below.

Welcome, [My Bids](#) [Business Opportunities](#) [Account Maintenance](#) [Forms and Additional Information](#)

AMS ADVANTAGE

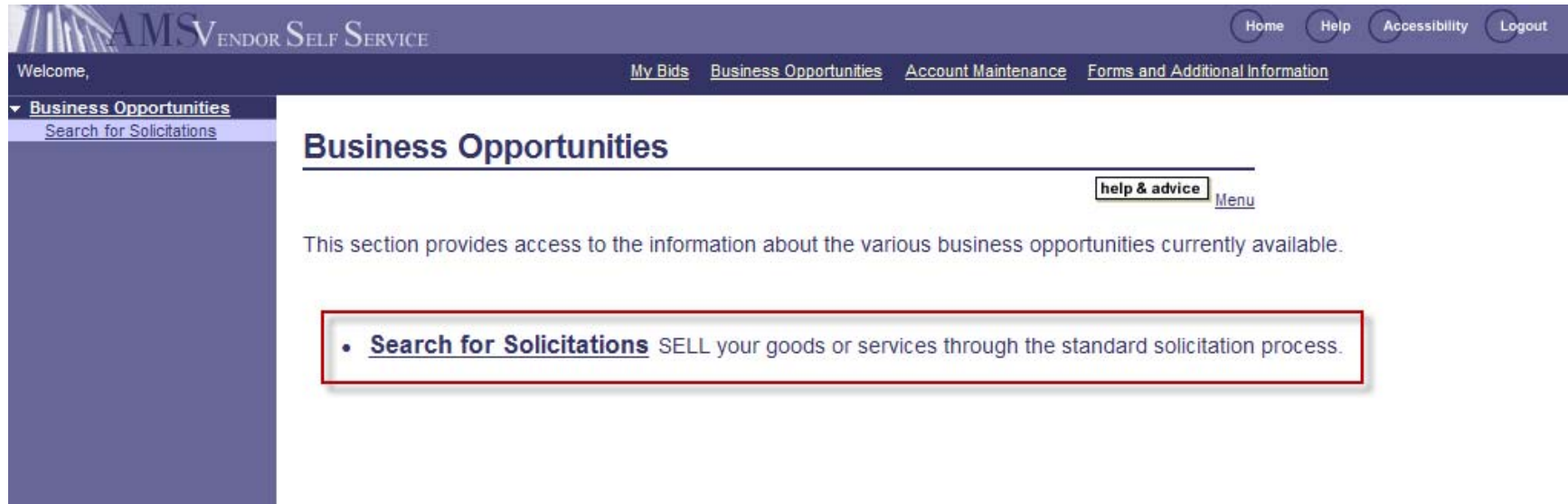
Welcome to the City of Cincinnati Vendor Self Service System

This site is divided into the following areas:

- **[Business Opportunities](#)** - Allows you to search the current opportunities available for competitive bids.
- **[My Bids](#)** - You may view, edit, or check the status of bids you have submitted. Bids must be submitted before the closing date.
- **[Account Maintenance](#)** - Gives you the opportunity to maintain your account information.
- **[Forms and Additional Information](#)** - Provides Department Listings, Bulletin Board View, and Forms that are available for view and download online.

The links at the top will allow you to move between the main areas of our system.

Next, click on the “Search for Solicitations” link.



Once you have clicked the “Search for Solicitations” link, the VSS site will automatically show you a list of all of the solicitations that are currently available to be bid on. This list of “Open” solicitations will be updated each day with any new bid opportunities that have been made available.

To view solicitations whose due dates have already passed, select the “Status” drop down box and choose “Closed.” You can also choose to view only cancelled solicitations or to see all solicitations from this drop down menu.

To search for a specific solicitation, enter your search criteria in the blank boxes and click on the “Browse” tab to bring back the search results.

When you have found a solicitation that you are interested in reading more about, or submitting a bid for, just click on the solicitation number as shown in the box below.

Search for Solicitations

[help & advice](#)

[Menu](#)

Search through our current postings of Standard Solicitations. Sell your goods and services through a standard solicitation process. click the **Browse** link to execute your search or hit Enter.

Wildcard (*) searches are allowed. (e.g. A search of Description using 'Computer*' finds all Solicitations whose description begins with the word 'Computer'. However, a search of Description using '*computer*' would find all Solicitations with the word 'computer' anywhere in the description.)

Browse [Clear](#)

Commodities : [Find](#) Description :

Departments : [Find](#) Number : Status : 

	Number	Amendment	Description	Department	Published Date	Status	Closing Date	Closing Time	Prequalified List	Ver Li Rest
✓	ITB-137-101T901000-1		Grass Cutting	Finance, Purchasing	10/08/2010	Open	10/19/2010	12:00:00	false	false

[First](#) [Prev](#) [Next](#) [Last](#)

[Solicitation Details](#)

Clicking on the solicitation number will allow you to view the solicitation details. This screen gives general information including the solicitation description and the closing date. If a solicitation has attachments, they can be viewed by selecting the “Attachments” link as shown below. Bidders can also submit questions about the solicitation through this page by selecting the “Questions and Answers” link, or see all questions and answers that have been submitted by other bidders. When you are ready to submit a bid, click “Create Response” as shown below.

Solicitation Details View

[help & advice](#) [Menu](#)

Please print this page for future reference using the browser print command.

[Questions and Answers](#) | [Bulletin Board](#) | [Pre-Qualified Vendors](#) |
[Notice of Award](#) | [Public Bid Reading](#) | [Auction Bids](#) | [Amendment History](#)
[Create Response](#)

Solicitation 101T901000

[Attachments](#)

Solicitation: 101T901000

Solicitation Type: Invitation to Bid

Description: Grass Cutting

Status: Open

Issued Date: 10/8/2010

Closing Date: 10/19/2010

Closing Time: 12:00

Time Left: 1 Day, 1 Hours

Phone: (513) 352-3274

Phone: (513) 352-3274

Online Responses Prohibited: No

Requesting Office: Central Purchasing

Issuing Office: Central Purchasing

Mail Responses To:

Deanna L. Brown, Interim Fin Mgr/City Purchasing Agent

Purchasing Division

2 Centennial Plz Ste 234

805 Central Avenue

Cincinnati, OH 45202-1947

[Entering a Solicitation Response](#)

Bidding is easy with the online bidding feature in VSS. The first page of your response will look like this:

AMS_V VENDOR SELF SERVICE

Welcome, [My Bids](#) [Business Opportunities](#) [Account Maintenance](#) [Forms and Additional Information](#) [Home](#) [Help](#) [Accessibility](#) [Logout](#)

✓ [Step 1: Response Summary](#)
[Solicitation Summary](#)
[No Bid](#)
[Discount Information](#)
[Step 2: Commodity Response](#)
[Step 3: Criteria Responses](#)
[Document Attachments](#)

SR - 137- ESR1000000033- 1- New- Draft

▼Solicitation Summary
Solicitation Summary Information

Solicitation : 101T901000	Amendment : 0
Solicitation Type : ITB	Close Date : 10/19/10
Solicitation Description : Grass Cutting	Close Time : 12:00
Issuing Office : Central Purchasing	Phone : (513) 352-3274
Requesting Office : Central Purchasing	Phone : (513) 352-3274
Buyer : Mark Menkhaus	Phone : (513) 352-3274
Finance, Purchasing	Fax :
mark.menkhausjr@cincinnati-oh.gov	Status : Open

▶No Bid
Click the "No Bid" link to the left if you do not wish to respond at this time, please set the Response Type 'NO BID' and provide a reason in the comment field

▶Discount Information
Click the "Discount Information" link to the left to offer a cash discounts for prompt payment.

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[Menu](#)

[Save](#) [Undo](#) [Attachments](#) [Submit](#) [Copy](#) [Close](#)

[Step 1: Response Summary](#)


Notice in the upper left corner that you are beginning on "Step 1: Response Summary." You can return to this page at any time by clicking this link to Step 1.

Begin entering your response by clicking on the "No Bid" box as shown above to expand the section and see your options.

If you are choosing to submit a “No Bid” response to the whole solicitation, find the “Response Type” field and click on the drop down box. Choose the “No Bid” selection and enter any comments in the blank box below. Next, click on the link to the right to apply the “No Bid” response to the whole solicitation.

▼No Bid

Click the "No Bid" link to the left if you do not wish to respond at this time, please set the Response Type 'NO BID' and provide a reason in the comment field

Response Type : Bid 


Comments :

[Click here to apply this Response Type & Comments to all of the Commodity Lines. Your request may take a moment to process](#)

Now you can submit your response by clicking “Submit” at the bottom of the page.

▼No Bid

Click the "No Bid" link to the left if you do not wish to respond at this time, please set the Response Type 'NO BID' and provide a reason in the comment field

Response Type : No Bid 

Comments :

[Click here to apply this Response Type & Comments to all of the Commodity Lines. Your request may take a moment to process](#)

▼Discount Information

Click the "Discount Information" link to the left to offer a cash discounts for prompt payment.

Discount 1 % :	<input type="text"/>	Days :	<input type="text"/>
Discount 2 % :	<input type="text"/>	Days :	<input type="text"/>
Discount 3 % :	<input type="text"/>	Days :	<input type="text"/>
Discount 4 % :	<input type="text"/>	Days :	<input type="text"/>

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Save Undo Attachments Submit Copy Close

If you are going to submit a bid for this solicitation, simply leave the “Response Type” as “Bid” and continue to step 2.

✓ Step 1: Response Summary	SR - 137- ESR1000000033- 1- New- Draft
Solicitation Summary	
No Bid	
Discount Information	
✓ Step 2: Commodity Response	
✓ Step 3: Criteria Responses	
Document Attachments	

▼Solicitation Summary		
Solicitation Summary Information		
Collapse	Solicitation : 101T901000	Amendment : 0
	Solicitation Type : ITB	Close Date : 10/19/10

Step 2: Commodity Response

The “Commodity Response” page is where you will enter pricing information for your bid. Some bids may have only one line, while others will have multiple lines for pricing. Each commodity line represents one price being quoted on the bid. Each line will require a response in order for your bid to be successfully submitted. You will view one line at a time, beginning with Group1, Line1. In this example below, the first line is for “Grass Cutting at the Street Corner Unit.”

Begin by clicking on the “Commodity Response,” “Specification Details,” and “Shipping & Handling” boxes to expand them and see your options.

Navigation Tree:

- Step 1: Response Summary
- Commodity Response
- Commodity Information
- Commodity Response
- Specification Details
- Shipping & Handling
- Step 3: Criteria Responses
- Document Attachments

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▼Commodity Information

Commodity Information Summary

Group : of 1
Line : of 2
Commodity : 9883602
Grass Cutting At The Street Corner Unit

Line Type : Service
Total Price :

Commodity Specifications :

▶Commodity Response
Commodity details: Enter the Unit Price & Delivery Days, Contract Information, or Discount offered as applicable.

▶Specification Details
Click the "Specification Details" link to the left to enter/change specification details if different than those detailed in the Solicitation.

▶Shipping & Handling
Click the "Shipping & Handling" link to the left to enter/change the shipping & handling instructions if different than those detailed in the Solicitation.

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[Menu](#)

[Save](#) [Undo](#) [Attachments](#) [Submit](#) [Copy](#) [Close](#)

The “Commodity Response” box is shown in the example below. The “Response Type” will automatically show up as “Bid.” If you are choosing not to bid on a particular line, change the “Response Type” to “No Bid” and enter any comments.

Enter your unit price for the line in the “Contract Amount” field and any comments in the box to the right. The contract amount is the unit price of the items requested.

Do not enter a zero in the contract amount box if you intend to submit a “No Bid” response to the line. Zeroes will be interpreted as free of charge.

Note: Some bids may require that a bidder enters a value for every item in order to be considered for award. It will be the responsibility of the bidder to read the terms of the bid and respond appropriately.

▼Commodity Response
Commodity details. Enter the Unit Price & Delivery Days, Contract Information, or Discount offered as applicable.

Requested Service From :	Response Type : Bid
Requested Service To :	Comments :
Contract Amount :	
Requested Delivery Date :	

For the boxes described below, please refer to the image on the next page.

The “Specification Details” box can be used to give additional details about the items you would be supplying. Some bids may require that you furnish the manufacturer’s name or other detailed information about the products you are supplying to the City of Cincinnati. If the fields in the “Specification Details” box do not apply to the solicitation you are bidding on, leave them blank.

The last box on the “Commodity Response” page is the “Shipping & Handling” box. You can specify shipping details on each commodity line if the shipping method will differ from the specifications provided by the City of Cincinnati. If the fields in the “Shipping & Handling” box do not apply to the solicitation you are bidding on, leave them blank.

[Attachments](#)

Each commodity line will also allow you to submit electronic attachments. If you choose to attach an item description or photo, click on the “Attachments” link at the bottom of the page.

▼Specification Details

Click the "Specification Details" link to the left to enter/change specification details if different than those detailed in the Solicitation.

Manufacturer :	<input type="text"/>	Serial Number :	<input type="text"/>
Part Number :	<input type="text"/>	Specification :	<input type="text"/>
Product/Category :	<input type="text"/>	Size :	<input type="text"/>
Model :	<input type="text"/>	Color :	<input type="text"/>
Drawing :	<input type="text"/>	MSDS :	<input type="checkbox"/>
Piece :	<input type="text"/>	Warranty Type :	<input type="text"/>

▼Shipping & Handling

Click the "Shipping & Handling" link to the left to enter/change the shipping & handling instructions if different than those detailed in the Solicitation.

Detailed Instructions :	<input type="text"/>	Special Handling :	<input type="text"/>
Packing Inst :	<input type="text"/>	Additional Handling Info :	<input type="text"/>
Hazardous Mat :	<input type="text"/>		

[Top](#)

Save	Undo	Attachments	Submit	Copy	Close
----------------------	----------------------	-----------------------------	------------------------	----------------------	-----------------------

[Menu](#)

Once you have entered the attachments screen, click “Upload” to open a browse window for selecting the files you are attaching. Click “Return to Document” when you are done uploading files.

Note: You may get an error message if you have attempted to load an attachment that exceeds the threshold of 4MB per attachment. If you encounter this problem, try either breaking up a single file that exceeds the threshold into multiple attachments, or save the file in a format that will compress and reduce the size (e.g. zip or rar).

Attachments

File Name	Type	Date	User ID	Primary State
First	Prev	Next	Last	

[Upload](#) [Download](#) [Delete](#) [Restore](#)

File Name :

Type :

Date :

User ID :

Primary State :

[Return to Document](#)

[View Attachment History](#)

Description :

When you have finished entering information in the boxes and uploading attachments for a commodity line, click the “Next” button in the upper right corner to move on to the next line. If the “Next” button is not underlined, then there are no more “Commodity Response” lines to fill out and you should continue to step three.

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First | Prev | Go To | **Next** | Last

▼Commodity Information

Commodity Information Summary

1	Line Type : Service
Group : of	Total Price :
1	
Group Description : Default	
1	
Line : of	
2	
Commodity : 9883602	
Grass Cutting At The Street Corner Unit	

Commodity Specifications :

Click the link for step three in the upper left corner of the screen when all of the “Commodity Response” lines in step two are entered.

AMSVENDOR SELF SERVICE

Welcome, [My Bids](#) [Business Opportunities](#) [Account Maintenance](#) [Forms and Additional Information](#) [Home](#) [Help](#) [Accessibility](#) [Logout](#)

✓ Step 1: Response Summary
✓ Step 2: Commodity Response
Commodity Information
Commodity Response
Specification Details
Shipping & Handling
Step 3: Criteria Responses
Document Attachments

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First | Prev | Go To | **Next** | Last

▼Commodity Information

Commodity Information Summary

1	Line Type : Item
Group : of	Total Price : \$454.00
8	
Group Description : Section 1 - 6 in	

Step 3: Criteria Responses

The last step of the solicitation response is to answer any questions in the “Criteria Responses” section. This is the criteria that will be used in determining which of the bids received s the lowest and best. You will begin on Group 1, Line 1 and continue through each line until all criteria have been addressed.

In this example below, the description says "Lowest vendor receives points" and the response type says "Text." You will need to enter a text response in the box to acknowledge that the lowest vendor will receive the most points for the pricing criteria. Leaving the “Response” field blank will cause errors when you try to submit your bid.

Just as in step two, you have the option of adding attachments to any criteria line by clicking “Attachments” at the bottom of the screen.

✓ Step 1: Response Summary
✓ Step 2: Commodity Response
✓ Step 3: Criteria Responses
Document Attachments

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First | Prev | Go To | **Next** | Last

Criteria Responses
Enter/change your response to the evaluation criteria that will used in the Solicitation Response Evaluation process. Please enter a Response for each criteria.

Group : of 1
Criteria Group : Default
Line : of 2
Description : Lowest vendor receives points.
Response Type : **Text**
Response :

Save Undo **Attachments** Submit Copy Close

Menu

When the response has been entered, click on “Next” in the upper right corner to proceed to the next criteria.

Note: Leaving Criteria Responses blank may result in the rejection of your bid even if you submit your response successfully. Please make sure Criteria Responses in step 3 are all responded to before submitting your bid.

Some criteria responses, as in the example below, will have a multiple choice response type. To respond, simply click the drop down box next to “Response” and choose your response. Leaving the “Response” field blank will cause errors when you try to submit your bid.

✓ Step 1: Response Summary

✓ Step 2: Commodity Response

✓ Step 3: Criteria Responses

Document Attachments

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[First](#) | [Prev](#) | [Go To](#) | [Next](#) | [Last](#)

Criteria Responses

Enter/change your response to the evaluation criteria that will used in the Solicitation Response Evaluation process. Please enter a Response for each criteria.

1

Group : of

1

Criteria Group : Default

2

Line : of

2

Description : Small, Women-Owned & Minority-Owned Particiation

Response Type : Yes/No

Response :

Save

Undo

Attachments

Submit

Copy

Close

[Menu](#)

When the response has been entered, click on “Next” in the upper right corner to proceed to the next criteria. If the “Next” button is not underlined, then there are no more “Criteria Response” lines to fill out and you can submit your bid.

[Saving Your Progress](#)

If you need to stop in the middle of filling out your bid, simply click the “Save” link at the bottom of the page and log out.

[Submitting a Response](#)

If you are finished entering your response, click the “Submit” link at the bottom of the page.



When you submit your response you will see a verification page that acknowledges the response is submitted. However, the system may generate messages that indicate there is an error in the response. Click on the yellow bar at the top of the screen, as shown below, to view your messages.

✓ [Step 1: Response Summary](#)

✓ [Step 2: Commodity Response](#)

✓ [Step 3: Criteria Responses](#)

[Document Attachments](#)

● You have 5 messages. Click [here](#) to view the messages.

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Criteria Responses

Enter/change your response to the evaluation criteria that will used in the Solicitation Response Evaluation process criteria.

1

First Prev [Go To](#) [Next](#) Last

Click on a specific message, as shown below, to be directed to the part of your response that requires attention.

✓ Step 1: Response Summary

✓ Step 2: Commodity Response

✓ Step 3: Criteria Responses

Document Attachments

You have 5 messages. Click [here](#) to view the messages.

SR - 137- ESR1000000033- 1- New- Draft

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AMS Advantage Errors - Windows Internet Explorer

Messages

Menu

This page lists errors or warnings from the previous page. Errors must be corrected before your information can be saved. Click [Here](#) to close this window and return to previous page.

Message	Severity	Context
The document could not be submitted due to errors.	Error	Header
When Bidding on Service, an Estimated Service Amount must be entered. (A1397)	Error	COMMGP = 1 ,COMMLN = 2
When Bidding on Service, an Estimated Service Amount must be entered. (A1397)	Error	COMMGP = 1 ,COMMLN = 1
Response Type is Manadatory Yes. Response of 'Yes' is ex	Warning	ECGP = 1 ,ECLST = 2
No response was entered for Evaluation Criteria (A607)	Warning	ECGP = 1 ,ECLST = 1

Code :

Trusted sites 100%

A submitted response with no errors will generate a verification page as shown below. If you do not receive this page after clicking submit, your response has not been received by the City of Cincinnati. Please read the previous page about submission errors that may prevent your bid from being received.

▼ **Business Opportunities**

[Search for Solicitations](#)

[Search for Reverse Auctions](#)

[Search for Surplus Auctions](#)

Response Submitted

[help & advice](#) [Menu](#)

Your response has been processed. Thank you.

Click any link to continue.

[Tracking Your Bids](#)

The “My Bids” link is the fastest way to find and view all of the solicitation responses you are working on or have submitted. You can see the link on the Vendor Self Service home page or in the top border of the screen.

My Bids My Bids My Bids My Bids

● You have 1 message. Click [here](#) to view the message.

My Bids

Browse Clear

Response ID :

Created By :

Response Status :

Link To Response	Response ID
SR.137.ESR1000000009.1	ESR1000000009
SR.137.ESR1000000012.1	ESR1000000012
SR.137.ESR1000000013.1	ESR1000000013
SR.167.ESR1000000014.1	ESR1000000014
SR.137.ESR1000000018.1	ESR1000000018
SR.137.ESR1000000023.1	ESR1000000023
SR.137.ESR1000000024.2	ESR1000000024
SR.137.ESR1000000006.1	ESR1000000006
SR.137.ESR1000000007.1	ESR1000000007
SR.137.ESR1000000015.1	ESR1000000015

First Prev Next Last

Response Status

Once you have clicked the “My Bids” link, you will be able to view all of the solicitation responses you are working on or have submitted.

The list of solicitation responses will show the response status of each one as either a “Draft,” “Accepted,” or “Rejected” response.

Drafts are responses that have been started and saved, but have not yet been finished.

Accepted responses have been finished and submitted by the closing date.

Rejected responses include bids that have not been successfully submitted by the closing date or bids that have been submitted without all of the required criteria responses entered.

Status

Additionally, the list will show the solicitation status of each as “Open,” “Closed,” or “Awarded.”

“Open” solicitations have not yet reached their closing date. “Open” solicitations can be edited, even if the response has already been accepted.

“Closed” solicitations have reached their closing date and cannot be edited.

“Awarded” solicitations have closed and been awarded.

[Maintaining Your Account](#)

The “Account Maintenance” link is where you will update changing information about your company or contact person(s). You can see the link on the Vendor Self Service home page or in the top border of the screen.

Welcome to the City of Cincinnati Vendor Self Service System

This site is divided into the following areas:

- [Business Opportunities](#) - Allows you to search the current opportunities available for competitive bids.
- [My Bids](#) - You may view, edit, or check the status of bids you have submitted. Bids must be submitted before the closing date.
- [Account Maintenance](#) - Gives you the opportunity to maintain your account information.
- [Forms and Additional Information](#) - Provides Department Listings, Bulletin Board View, and Forms that are available for view and download online.

The links at the top will allow you to move between the main areas of our system.

Clicking the “Account Maintenance” link will bring you to the page shown below. Simply click on the information title that you are updating and fill out the fields that appear. You can enter into any section and leave without making changes by clicking “Cancel,” so explore the section regularly to keep your company’s account up to date.

▼ Account Maintenance

[Headquarters Information](#)

[Master Addresses](#)

[Contacts](#)

[Location Information](#)

[Address Information](#)

[W-9 Information](#)

[Business Types](#)

[Service Areas](#)

[Commodities](#)

[User Information](#)

[Location Users](#)

Account Maintenance

help & advice

This section will allow you to maintain the information about your account. Please update your information as your operation changes.

- **Headquarters Information** This section allows you to view and edit information about the Headquarters of your location. You may update location verification security and the Headquarters web address.
- **Master Addresses** This section allows you to view and edit street address information. Master Addresses may be shared among locations that share the same Headquarters Account.
- **Contacts** This section allows you to view and edit contact information. Contacts may be shared among locations that share the same Headquarters Account.
- **Location Information** This section allows you to view and edit more specific information related to your location such as Legal Name, Organization Type, Classification, EFT Information, and Discount Terms.
- **Address Information** This section allows you to view and edit which addresses are listed to receive orders, payments, or bills for your location. You may set the Active To and From dates to be associated with an address, as well as indicate additional notes and information. Street Address and Contact information must be edited on the Master Address and Contact tabs, respectively.
- **W-9 Information** This section allows you to view and edit information related to your W-9 form, such as TIN, TIN Type, and Name, as well as the Address to which 1099 Forms will be sent.
- **Business Types** This section allows you to view and edit the business types that describe your organization.
- **Service Areas** This section allows you to view and edit the geographical area(s) that your business serves.
- **Commodities** This section allows you to view and edit the commodities that your company offers.
- **User Information** This section allows you to view and edit your VSS User ID, password, user contact and security information.
- **Location Users** This section allows you to view and edit the list of users who are assigned to this location.

[Making Connections](#)

The “Forms and Additional Information” link is the place to find and communicate with other potential bidders. You can see the link on the Vendor Self Service home page or in the top border of the screen.

Welcome to the City of Cincinnati Vendor Self Service System

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The links at the top will allow you to move between the main areas of our system.

Begin by clicking the "View Bulletin Board" link.

Welcome, [My Bids](#) [Business Opportunities](#) [Account Maintenance](#) [Forms and Additional Information](#)

▼ Forms and Additional Information
[Vendor BBS](#)

Forms and Additional Information

[help & advice](#) [Menu](#)

This section will allow you to retrieve forms and view other general information.

- [View Bulletin Board](#) Allows you to view any postings (partnership requests, etc.) made by other vendors.

The bulletin board allows you to post communications to other bidders. *If you are submitting questions for a buyer, see the "Questions and Answers" link on page 7 of the manual.

Vendor BBS

[help & advice](#) [Menu](#)

Search through the messages posted by our vendors.

[Browse](#) [Clear](#)

Solicitation : Contact Name :
Date :  Vendor Name :

	Solicitation	Date	Message	Contact Name	Vendor Name	Contact Method	Contact Information
✓	ITB 137 091C909086	10/26/2009	Where would I locate the plan holders list? The contractors that requested bid packages for project 091C909086?	Tom	Ohio Pavement Systems	Phone	
	ITB 137 101C909030	06/03/2010	Can the planholders list be made available online? Thanks.	Tyler Schoborg	Evers Welding	Phone	

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